



★ AERIAL PORT AIR TERMINAL OPERATION CENTER

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The mission objective of this flight is to: perform aircraft load planning and airlift capability forecasting; provide air terminal information control; perform lost and damaged cargo investigations; perform ramp coordination duties, computer operations, and systems administration; maintain station files; and prepare station reports. This is a peacetime AFMS. This standard applies to CONUS and overseas Air Force installations supporting a full aerial port operation: Andersen, Charleston, Dover, Elmendorf, Hickam, Howard, Incirlik, Kadena, McChord, McGuire, Mildenhall, Osan, Ramstein, Rhein Main, Travis, and Yokota. This standard does not apply to Andrews AFB. It also does not apply to AF Reserve or Air National Guard. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed, or performed by contract, and positive variances for processes performed, but not included in the AFMS. AMCI 24-101, Volume 9, *Air Terminal Operations Center*, provides policy and procedural guidance for this flight. This standard has been developed in accordance with policy and guidance from the Air Staff and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQAB, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 42H1, 15 June 1994. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS. References to regulations, applicable MAJCOM/bases, and proper organizational designations were updated with current information. Reference to AMCR 76-1, *Air Transportation*, is superseded by AMCI 24-101, Volume 9, *Air Terminal Operations Center*. The point of contact for AFCQMI and the office symbol for HQ USAF/LGTX have changed. Changes are identified with a star (★).

1. Core Composition. The core composition of this AFMS was developed for an Aerial Port Air Terminal Operation Center Flight to support an objective wing having a core composition of 451-600 aircraft handled per month:

1.1. **Core Flight Manpower Required.** 37

1.2. **Core Range.** 13-66

1.3. **Major Programming Factor.** Aircraft Handled

2. Standard Data:

2.1. **Approval Date.** March 1993

2.2. **Manpower data source.** Workshop measurement

2.3. **Manpower Equation.** See Capability Matrix

2.4. Workload Factor:

2.4.1. **Title.** An Aircraft Handled.

2.4.2. **Definition.** Forecasted average monthly number of arriving and departing aircraft (ASIF and Non-ASIF) handled by the station in the following FY.

2.4.3. **Source.** Collect a minimum of 12 months of historical data from AMC Form 82, RCS: AMC-XOP(M&Q)7107, Monthly Station Handling Report, Section IV, Aircraft Handled by Type, Total DBOF and non-DBOF (Arriving and Departing). Analyze workload trends. Based on known mission requirements, HQ AMC/XOP will project workload for the next FY. Projected workload for the entire system will not exceed historical system workload.

2.5. Points of Contact:

★2.5.1. **AFCQMI Representative.** TSgt Robert Corrick, HQ AFCQMI/MQAB, DSN 487-5911 ext 3220

★2.5.2. **Functional Representative.** Mr. E. Roberts, HQ USAF/ILTX

3. Application Instructions:

3.1. **Step 1.** Determine air terminal manpower by using the following capability matrix:

Average Number of Aircraft Handled	Manpower
1 - 125	15
126 - 250	17
251 - 350	19
351 - 450	21
451 - 600	23
601 - 775	28
776 - 950	33
951 - 1075	35
1076 - 1200	38
1201 - 1350	40
1351 - 1475	42
1476 - 1600	44
1601 - 1725	46
1726 - 1875	48

3.2. **Step 2.** Determine Computer Operations/Records and Reports Manpower. For CONUS Strategic Ports (Charleston, Dover, McChord, McGuire, and Travis), add 18 authorizations. For Pope, add one authorization. For all other locations, add 14 authorizations.

3.3. **Step 3.** Tabulate the manpower in Steps 1 and 2 above to determine core manpower.

3.4. **Step 4.** To determine variance manpower, add or subtract, as applicable, variances #1 and #2 to the core authorizations determined in Step 3 above. Do not include variance #3 in this calculation.

3.5. **Step 5.** Using the total authorizations earned in Step 4 above, refer to Attachment 2 for grades and skills.

3.6. **Step 6.** Apply variance #3 to applicable bases.

4. Statement of Conditions. This flight standard includes the combined ATOC, Computer Operations, and Data Records and Reports Section. Standard hours of operation are 24 hours per day, 7 days per week, for ATOC and Computer Operations, and 8 hours per day, 5 days per week, for Data Records and Reports.

VICTOR M. HELBLING, Lt Col, USAF
Chief, Systems Integration and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**AERIAL PORT AIR TERMINAL OPERATION CENTER****A1.1. PERFORMS MANAGEMENT AND ADMINISTRATION DUTIES.****A1.2. PERFORMS AIR TERMINAL OPERATION CENTER DUTIES:**

A1.2.1. PERFORMS MANAGEMENT AND ADMINISTRATIVE DUTIES.

A1.2.2. PROVIDES INFORMATION CONTROL.

A1.2.3. PERFORMS LOAD PLANNING AND CAPABILITY FORECASTING.

A1.2.4. PERFORMS RAMP COORDINATION DUTIES.

A1.2.5. PERFORMS CONTRACT COORDINATION.

A1.3. PERFORMS COMPUTER OPERATION/SYSTEMS ADMINISTRATION DUTIES.**A1.4. MAINTAINS RECORDS AND REPORTS SECTION.**

A1.4.1. PERFORMS ADMINISTRATION DUTIES.

A1.4.2. PERFORMS CARGO TRACING.

A1.4.3. PERFORMS LOST AND DAMAGED INVESTIGATION DUTIES.

A1.4.4. MAINTAINS STATUS FILES AND PREPARES REPORTS.

A1.4.5. RECEIVES, AUDITS, AND PREPARES REPORTS.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Aerial Port ATOC/Records/Reports Flight/42H1			1607.0 - 13016.7								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ									
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Air Transport Manager	2T200	CMS									
Air Transport Supt	2T291	SMS	1	1	1	1	1	1	1	1	1
Air Transport Crftmn	2T271	MSG	1	1	1	1	1	1	1	1	1
Air Transport Crftmn	2T271	TSG	1	1	1	2	2	2	2	2	3
Air Transport Jrnymn	2T251	SSG	3	3	4	4	4	5	5	6	6
Air Transport Jrnymn	2T251	SRA	1	2	2	2	2	2	3	3	3
Air Trans Spec Appr	2T231	A1C					1	1	1	1	1
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			10	11	12	13	14	15	16	17	18
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ									
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Air Transport Manager	2T200	CMS									
Air Transport Supt	2T291	SMS	1	1	1	1	1	1	1	1	1
Air Transport Crftmn	2T271	MSG	1	1	1	1	1	1	1	2	2
Air Transport Crftmn	2T271	TSG	3	3	3	4	4	4	4	4	4
Air Transport Jrnymn	2T251	SSG	7	7	8	8	9	9	10	10	11
Air Transport Jrnymn	2T251	SRA	3	4	4	4	4	5	5	5	5
Air Trans Spec Appr	2T231	A1C	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
Substitute one 3C051, Communications-Computer System Jrnymn SSG, and one 3C051 SRA, for one 2T251 SSG and one 2T251 SRA at locations having the DPS-6 Honeywell Computer System.											
TOTAL			19	20	21	22	23	24	25	26	27

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Aerial Port ATOC/Records/Reports Flight/42H1			1607.0 - 13016.7								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ	1	1	1	1	1	1	1	1	1
Transportation	24T3	CPT									
Air Transport Manager	2T200	CMS	1	1	1	1	1	1	1	1	1
Air Transport Supt	2T291	SMS									
Air Transport Crftmn	2T271	MSG	2	2	2	2	2	2	2	2	2
Air Transport Crftmn	2T271	TSG	5	5	5	5	6	6	6	6	6
Air Transport Jrnymn	2T251	SSG	11	12	12	13	13	14	14	14	15
Air Transport Jrnymn	2T251	SRA	5	5	6	6	6	6	6	7	7
Air Trans Spec Appr	2T231	A1C	1	1	1	1	1	1	2	2	2
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			28	29	30	31	32	33	34	35	36
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ	1	1	1	1	1	1	1	1	1
Transportation	24T3	CPT									
Air Transport Manager	2T200	CMS	1	1	1	1	1	1	1	1	1
Air Transport Supt	2T291	SMS									
Air Transport Crftmn	2T271	MSG	2	2	2	3	3	3	3	3	3
Air Transport Crftmn	2T271	TSG	6	7	7	7	7	7	7	8	8
Air Transport Jrnymn	2T251	SSG	16	16	17	17	18	18	19	19	20
Air Transport Jrnymn	2T251	SRA	7	7	7	7	7	8	8	8	8
Air Trans Spec Appr	2T231	A1C	2	2	2	2	2	2	2	2	2
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
Substitute one 3C051, Communications-Computer System Jrnymn SSG, and one 3C051 SRA, for one 2T251 SSG and one 2T251 SRA at locations having the DPS-6 Honeywell Computer System.											
TOTAL			37	38	39	40	41	42	43	44	45

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STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Aerial Port ATOC/Records/Reports Flight/42H1			1607.0 - 13016.7								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ	1	1	1	1	1	1	1	1	1
Transportation	24T3	CPT									
Air Transport Manager	2T200	CMS	1	1	1	1	1	1	1	1	1
Air Transport Supt	2T291	SMS									
Air Transport Crftmn	2T271	MSG	3	3	3	3	3	3	3	3	3
Air Transport Crftmn	2T271	TSG	8	8	9	9	9	9	10	10	10
Air Transport Jrnymn	2T251	SSG	20	21	21	22	22	23	23	24	24
Air Transport Jrnymn	2T251	SRA	9	9	9	9	10	10	10	10	10
Air Trans Spec Appr	2T231	A1C	2	2	2	2	2	2	2	2	3
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			46	47	48	49	50	51	52	53	54
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ	1	1	1	1	1	1	1	1	1
Transportation	24T3	CPT									
Air Transport Manager	2T200	CMS	1	1	1	1	1	1	1	1	1
Air Transport Supt	2T291	SMS									
Air Transport Crftmn	2T271	MSG	4	4	4	4	4	4	4	4	4
Air Transport Crftmn	2T271	TSG	10	10	10	10	11	11	11	11	12
Air Transport Jrnymn	2T251	SSG	24	25	25	26	26	27	27	28	28
Air Transport Jrnymn	2T251	SRA	10	10	11	11	11	11	12	12	12
Air Trans Spec Appr	2T231	A1C	3	3	3	3	3	3	3	3	3
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
Substitute one 3C051, Communications-Computer System Jrnymn SSG, and one 3C051 SRA, for one 2T251 SSG and one 2T251 SRA at locations having the DPS-6 Honeywell Computer System.											
TOTAL			55	56	57	58	59	60	61	62	63

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Aerial Port ATOC/Records/Reports Flight/42H1			1607.0 - 13016.7								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ	1	1	1	1	1	1	1	1	1
Transportation	24T3	CPT									
Air Transport Manager	2T200	CMS	1	1	1	1	1	1	1	1	1
Air Transport Supt	2T291	SMS									
Air Transport Crftmn	2T271	MSG	4	4	4	4	4	5	5	5	5
Air Transport Crftmn	2T271	TSG	12	12	13	13	13	13	13	13	13
Air Transport Jrnymn	2T251	SSG	29	29	29	30	31	31	32	32	33
Air Transport Jrnymn	2T251	SRA	12	13	13	13	13	13	13	14	14
Air Trans Spec Appr	2T231	A1C	3	3	3	3	3	3	3	3	3
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
TOTAL			64	65	66	67	68	69	70	71	72
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T4	MAJ	1	1	1	1	1	1	1	1	1
Transportation	24T3	CPT									
Air Transport Manager	2T200	CMS	1	1	1	1	1	1	1	1	1
Air Transport Supt	2T291	SMS									
Air Transport Crftmn	2T271	MSG	5	5	5	5	5	5	5	5	5
Air Transport Crftmn	2T271	TSG	14	14	14	14	14	14	15	15	15
Air Transport Jrnymn	2T251	SSG	33	33	34	35	35	36	36	37	37
Air Transport Jrnymn	2T251	SRA	14	14	14	14	15	15	15	15	16
Air Trans Spec Appr	2T231	A1C	3	4	4	4	4	4	4	4	4
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
Information Mgt Jrnymn	3A051	SRA	1	1	1	1	1	1	1	1	1
Substitute one 3C051, Communications-Computer System Jrnymn SSG, and one 3C051 SRA, for one 2T251 SSG and one 2T251 SRA at locations having the DPS-6 Honeywell Computer System.											
TOTAL			73	74	75	76	77	78	79	80	81

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VARIANCES

AERIAL PORT AIR TERMINAL OPERATION CENTER

A3.1. Title. Positive Mission Variance for Revenue Traffic Data Processing Center (RTDPC).

A3.1.1. Definition. Select locations collect manual documentation from small non-aerial port locations and create industrial fund (AF-IS) manifests for submission to the automated system from which a bill will be created. Each shipment is treated as if it is new in the transportation system. The prime document must be typed into the system and an automated air manifest must be created from associated shipments. The same is true for passenger manifests. (+1 authorization for locations with less than 10,000 line items manifest per month; +2 authorizations for locations with more than 10,000 line items per month.)

A3.1.2. Impact. Variable

A3.1.3. Applicability. Charleston, Elmendorf, Hickam, Howard, Incirlik, Kadena, McGuire, Mildenhall, Osan, Ramstein, Rhein Main, and Yokota.

A3.2. Title. Negative Mission Variance for Higher Man-hours Availability Factor (MAF).

A3.2.1. Definition. Core manpower is based on a lower MAF than that of Osan. Determine percentage difference between CONUS MAF and Osan MAF. Multiply percent difference to core manpower earned (paragraph 3.3 of the core manuscript). Subtract this number from the core manpower.

A3.2.2. Impact. Variable

A3.2.3. Applicability. Osan

A3.3. Title. Positive Mission Variance for operations officer

A3.3.1. Definition. An operations officer is needed to manage and coordinate the efforts of the flights providing direct support for aircraft launches. These mission-driven activities are time-sensitive and require day-to-day guidance and leadership.

A3.3.2. Impact. +1, Major, AFSC 24T4

A3.3.3. Applicability. Charleston, Dover, Hickam, Kadena, McChord, McGuire, Ramstein, Rhein Main, Travis, and Yokota.

PROCESS ANALYSIS SUMMARY**AERIAL PORT AIR TERMINAL OPERATION CENTER**

PROCESS TITLE	PROCESS TIME (MAN-HOURS)	MONTHLY PROJECTED WORKLOAD	FRACTIONAL MANPOWER
Performs management administration	642.8	Fixed	4.00
Provides information control; performs load planning and capability forecasting, ramp coordinator duties, and contract coordination	3053.3	451 - 600 Aircraft Handled	Total 19.00
Performs computer operations and systems administration	1460.93	Min Manning	9.09
Performs cargo tracing, lost and damaged investigation duties; receives, audits, and prepares reports	803.5	451 - 600 Aircraft Handled	<u>Total 5.00</u>
TOTAL FRACTIONAL MANPOWER:			37.09

NOTE: The above processes are in prioritized order.